

**NOAA  
ACCESS REQUEST FORM  
OFFICE OF THE EXECUTIVE DIRECTOR (OED)**

NAME: \_\_\_\_\_ OED MAIL CODE: \_\_\_\_\_

SSN: \_\_\_\_\_ ROOM/PHONE: \_\_\_\_\_

ACTION (Check One):      ☐ ADD                      ☐ REPLACE

TYPE (Check One):      ☐ FEDERAL EMPLOYEE      ☐ AFFILIATE

CITIZENSHIP (Check One):      ☐ UNITED STATES      ☐ FOREIGN NATIONAL

DUTY HOURS (Check One):      ☐ BUSINESS HOURS (6:00 am to 6:00 pm)      ☐ 24 HOUR ACCESS  
(If both Foreign National and 24 Hour Access is Checked, Complete Back of Form)

**USER GROUPS:**

- ☒ **NOAAEXT** (All exterior doors: GC300, GC429, 1A006B, 1A002, 1A401, 1B802, 1C001, 1D301, 1D010A, St#4-1B)  
☐ **TABLE** (Table Mtn. Field Site)  
☐ **BAO Tower** (Erie Field Site)  
☐ **LIBRARY** (Radio Bldg. Library)

**REQUESTING OFFICIAL:**

Name/Title:	Signature:	Date:
-------------	------------	-------

**AUTHORIZING OFFICIAL:**

Name/Title: Helen Horton/Executive Secretary	Signature:	Date:
---	------------	-------

**MASC SECURITY APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(For Non-Federal Employees Only) Wendy Monroe, MRSO, MC44, x5198, Room 1-4508

**SECURITY INVESTIGATION CHARGE:**

Org.# \_\_\_\_\_ Proj.# \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

This signature certifies that the above named Federal employee/Affiliate has received his/her PIN number/ID to access the exterior doors and if needed, access controlled, interior rooms in the NOAA Building at 325 Broadway, Boulder, Colorado. Federal employee/Affiliate agrees to keep his/her PIN number/ID confidential.